

Guide to Absence Management in Check-In and using the Assess module

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1. Professional Services Staff

This process allows PSS to add authorised or agreed absences into Check-In in advance, so reports and Teaching Block dashboards are calculated with authorised absences taken into account (and therefore not affecting a students' overall percentage score).

This is currently not integrated with other systems, so it does require the absence information to be manually added to Check-In by staff. Due to workload constraints **this process is optional and used by Professional Services Staff in departments which have opted in.**

Although requiring work upfront to add in absences, the benefits of using this feature are:

- Showing the student to Teaching staff on the **Register List** as having a valid reason to miss an event.
- Ensuring reports are accurate by stopping the system from marking students as having an unauthorised absence if they've provided a reason in advance.

- More accurate Teaching Block dashboards generated by the system, as authorised absences do not count towards the criteria that triggers a student as requiring Welfare and Wellbeing support.

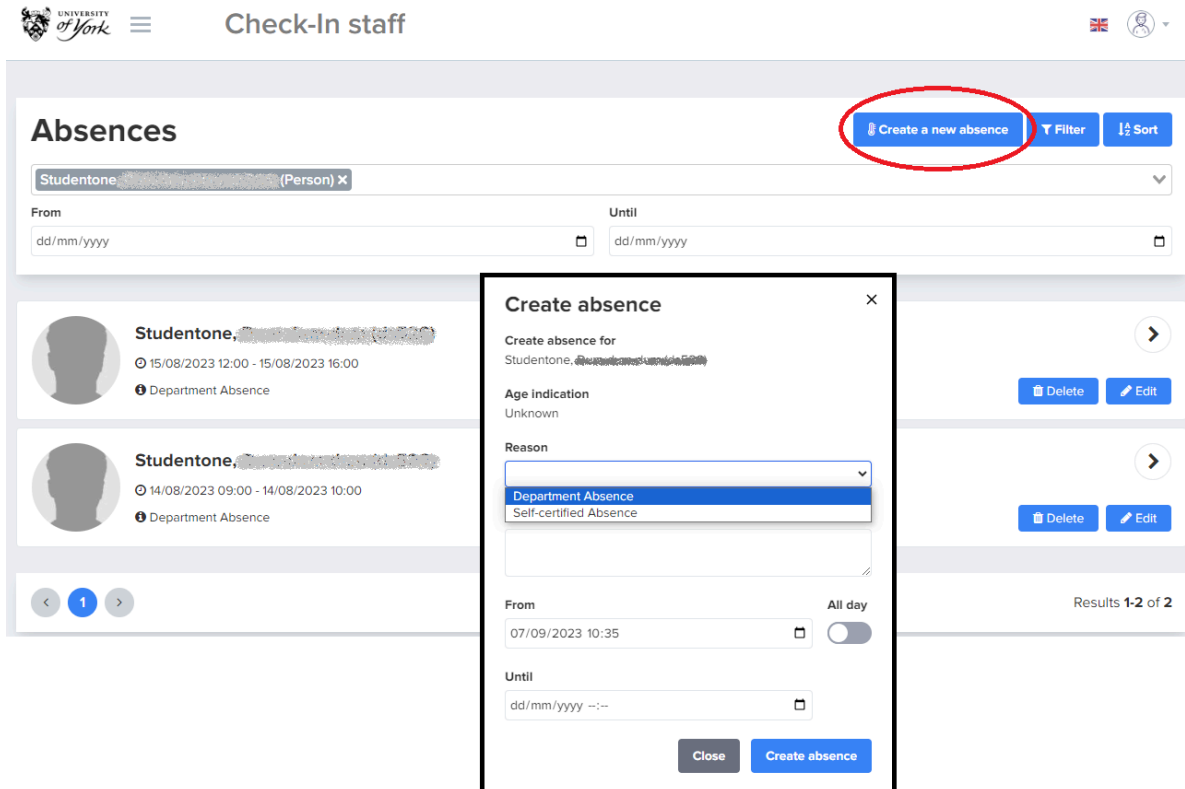
1.1. Absence module

1.1.1. Viewing absences

The **Absences** module can be selected from the navigation menu. By searching for a student in the **Absences** screen, a list of their absence history is displayed.

1.1.2. Log an absence

To log an absence, first search for the student, then select **Create a new absence**. You will then need to input the reason and date/time range for the absence in the pop-up box. **The 'remark' box must be left blank.**



The screenshot shows the 'Absences' module interface. At the top, there is a navigation bar with the University of York logo, a hamburger menu, the text 'Check-In staff', and a user profile icon. Below this is the 'Absences' header with a search bar containing 'Studentone (Person)'. To the right of the search bar are buttons for 'Create a new absence' (circled in red), 'Filter', and 'Sort'. Below the search bar are 'From' and 'Until' date/time input fields. The main content area displays a list of absences for 'Studentone', with two entries shown: one from 15/08/2023 12:00 to 15/08/2023 16:00 and another from 14/08/2023 09:00 to 14/08/2023 10:00, both labeled as 'Department Absence'. A 'Create absence' modal is open in the foreground, showing a dropdown menu for 'Reason' with 'Department Absence' and 'Self-certified Absence' as options. The modal also includes fields for 'From' (07/09/2023 10:35) and 'Until' (dd/mm/yyyy --:--), an 'All day' toggle, and 'Close' and 'Create absence' buttons.

There are currently two Absence reasons to choose from:

1. Department Absence (either a 4 week period of absence approved by departments or any other absence that a department has authorised such as ad-hoc time off for appointments etc.)
2. Self-certified Absence (student requested self-certified absence that has been approved through eVision and you have received notification of).

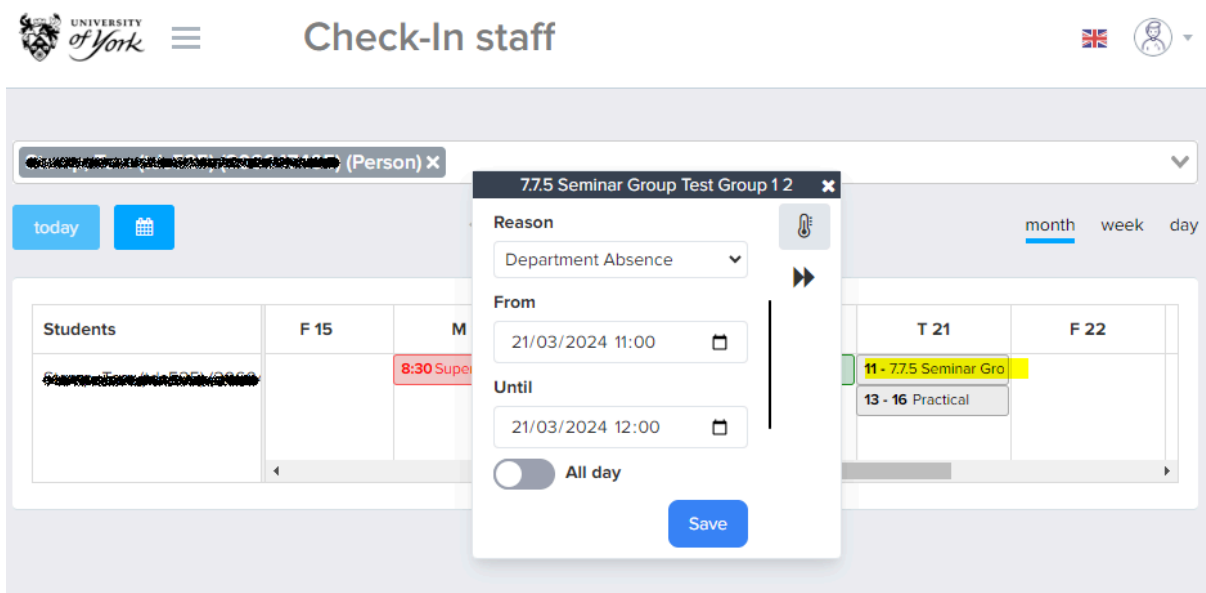
1.2. Assess module

The **Assess** module is a new additional feature to help with logging absences, enabled as a response to your feedback. **Assess** allows you to see the events a student has scheduled in their timetable, to aid with your decision to set their absence to “all day” or only for a specific event time.

1.2.1. Log an absence in Assess

Assess is accessed from the navigation menu. This screen shows a grid when first loaded. First search for a student to bring up their timetable. The grid is a daily view of events. The letters and numbers refer to days and dates. M11 = Monday 11th. T12 = Tuesday 12th and so on.

To log an absence, select one of the events on the day they will be absent (highlighted). This will open the **absence** pop-up box.



The screenshot shows the 'Check-In staff' interface. At the top, there is a search bar with a student's name and a dropdown menu. Below the search bar, there are buttons for 'today' and a calendar icon. The main area displays a grid of events for a student. The grid has columns for days and dates (F 15, M 16, T 21, F 22) and rows for events. One event, '11 - 77.5 Seminar Gro', is highlighted in yellow. A pop-up box is open over this event, titled '77.5 Seminar Group Test Group 1 2'. The pop-up box contains the following fields: 'Reason' (Department Absence), 'From' (21/03/2024 11:00), 'Until' (21/03/2024 12:00), and an 'All day' toggle switch. A 'Save' button is at the bottom of the pop-up box.

Now follow the same process as in the **absence** module.

Note: when saving the absence in the **Assess** module it will add a new purple tile to show the absence separately. Although the original event remains grey, by having the purple tile showing, the system will automatically add the absence reason into Reporting overnight for any event which occurred at the time stated in purple. **Events will appear in a 24 hour clock format.** Be aware sometimes the full time won't fit on the tile, so you may need to click it to see the correct time period.

This example will mark both the 11am and the 1-4pm events as "explained absent (department absence)" because "all day" was selected in the pop-up:

T 21
11 - 7.7.5 Seminar Gro
13 - 16 Practical
09 - 18 Department A

T 21
11 - 7.7.5 Seminar Gro
13 - 16 Practical
11 - 1 Department Ab:

This example will mark only the 11am event as "explained absent (department absence)" but the 1-4pm will go red and be marked as unexplained absent, unless the student attends and it will be green (present).

1.2.2. Changing an existing absence

When making changes to dates, times or reasons in the **Assess** module, after clicking Save, make sure to **Refresh** the page for the changes to update.

1.2.3. What do the different coloured tiles mean?

We've already discussed **purple tiles** in the Assess module but the event tiles, text, and outline can also change colours depending on their status. This is the first time you will have seen the inner workings of the system.

You don't need to worry about these differences, but so you're aware this is what they mean:

Tile colour refers to the status of the event		
Grey	Unobserved event: no Check-In code was generated or the event is out of scope for using Check-In	11:15 - 1: SimacTestAc
Green	Event went ahead and at least one student checked in	11 - 7.7.5 Seminar Gro

Red	All students are unexplained Absent (it is rare to see this)	15:05 · Language and
Outlines/borders represent the status for this student in the event		
Red outline	Absent in session (could be Unexplained or Explained if purple tile is also present)	16:2 Archaeology Yor
Green outline	Present in session	14:45 - 1 SimacTestAc
Purple	An Absence Reason is logged	16:20 - 'Self-certified
Text colour represents a change to the session eg. a student was manually marked as present or absent in the Register List		
Black text	No change, or change made by timetabled academic	11 - 7.7.5 Seminar Gro
Red text	Status change for this session made by a staff member other than timetabled teaching staff	10 - 12 Lecture

It is possible to have different combinations of tile colours, text, and outlines.

1.2.4. Linking to the Register List

From the **Assess** module it is possible to quickly link to the **Register List** without searching again for the student. Click the 2 right arrows (shown in the **Assess** module pop-up under the thermometer) to go directly to the event. This is sometimes referred to as the **DigiBook** which is also known as the **Register List**.



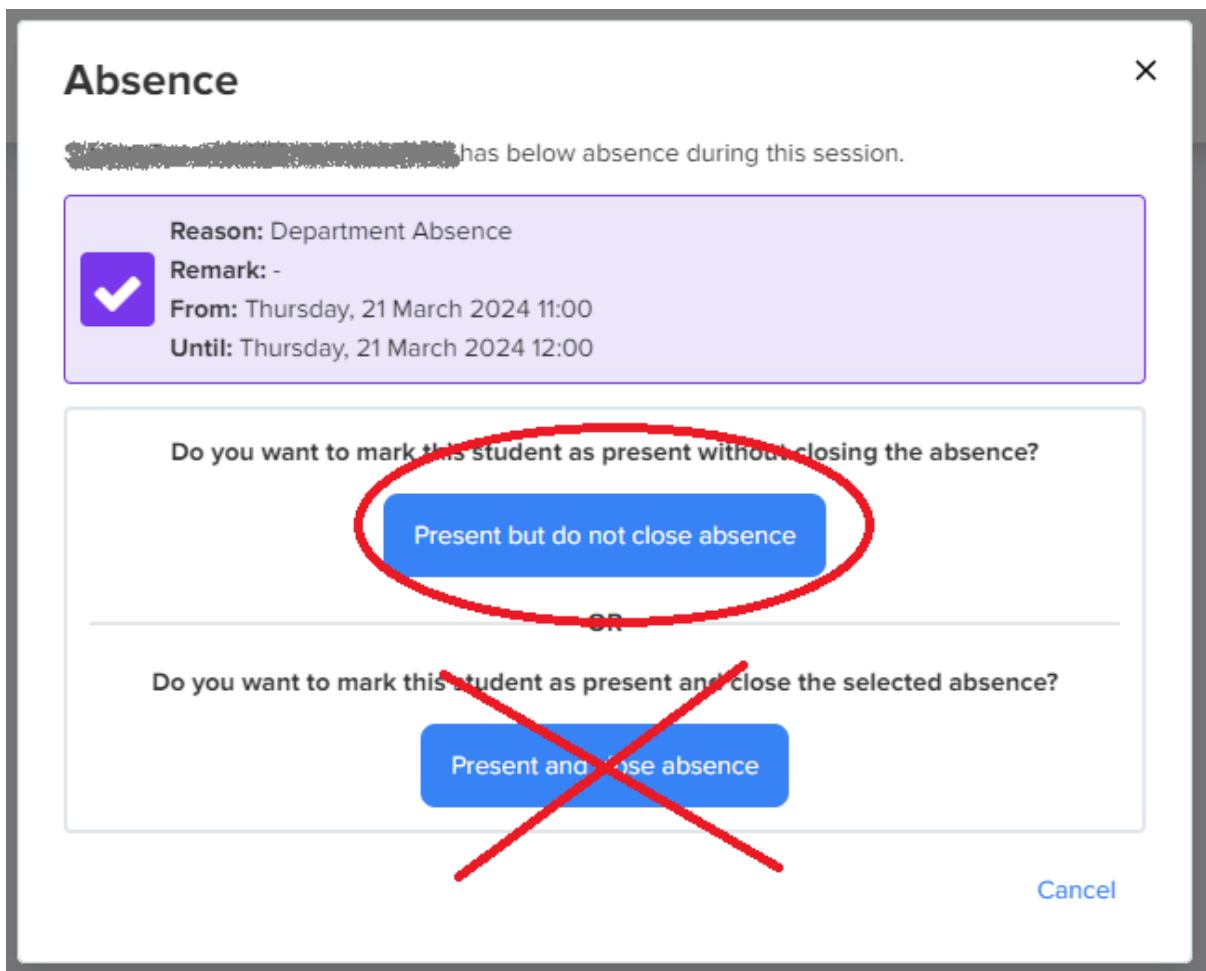
2. Teaching Staff

2.1. Absences on the Register List

Once an absence has been recorded on Check-In, this will automatically add a thermometer to the student in the **Register List** for all events that occur (past and future) during the absence period. The thermometer indicates that the student has a valid reason to miss the event.



It is possible for Teaching staff to override this absence and mark the student as Present if they decided to attend when previously requesting authorised absence. To do this, when manually registering a student with an absence, the pop-up box will appear to ask if you want to close the absence.



Absence ×

██████████ has below absence during this session.

Reason: Department Absence

Remark: -

From: Thursday, 21 March 2024 11:00

Until: Thursday, 21 March 2024 12:00

Do you want to mark this student as present without closing the absence?

OR

Do you want to mark this student as present and close the selected absence?

[Cancel](#)

Only select **Present but do not close absence** as the student might have a valid reason to not attend another event they have that day. Closing an absence should only be done if you are confident the student has no other events that day as it will remove the absence from the system, so it's best to not click that button.